

**Hopkinton Budget Committee**  
**Schedule of Meetings and Important Dates - 2012**  
**DRAFT 10-24-2011**

Date	Time	Day of Week	Schedule*	Responsible Party	Meeting Location
9/16/2011		Friday	<b>TOWN</b> Submission of Town Budgets by Department Heads to Finance Department	Town Department Heads	
10/3/2011	5:30 p.m.	Monday	<b>TOWN</b> Department Budget Presentations to Select Board - Overview, Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing.	Select Board	Town Hall
10/11/2011	5:30 p.m.	Tuesday	<b>TOWN</b> Department Budget Presentations to Select Board - Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Planning	Select Board	Town Hall
10/12/2011	5:30 p.m.	Wednesday	Budget Committee Meeting-Timeline set	Budget Committee	Town Hall
10/12/2011		Thursday	<b>SCHOOL</b> Department Head budget requests due to Principals	School Department Heads	
10/17/2011	5:30 p.m.	Monday	<b>TOWN</b> Department Budget Presentations to Select Board - Overview, Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing, Planning Zoning, Property, Human Services	Select Board	Town Hall
10/20/2011		Thursday	<b>SCHOOL</b> School budgets need to be in the department column by this date.	Principals	
10/24/2011	5:30 p.m.	Monday	<b>TOWN</b> Select Board Budget Work Session and Follow-up Presentations	Select Board	Town Hall
10/27/2011		Thursday	<b>SCHOOL</b> -Initial data input completed and first draft submitted to Central Office		
10/31/2011	5:30 p.m.	Monday	<b>TOWN</b> Select Board Budget Work Session	Select Board	Town Hall
11/1 & 11/2			<b>SCHOOL</b> -Individual meetings with Superintendent/Business Administrator to review budgets		
11/3/2011	1:00-5:00	Thursday	<b>SCHOOL</b> Leadership team to review budgets		
11/7/2011	5:30 p.m.	Monday	<b>TOWN</b> Select Board Finalizes Town Budget	Select Board	Town Hall
11/16/2011	5:30 p.m.	Wednesday	<b>TOWN</b> Budget Committee - Town Budget Presentations- Overview, Town Clerk/Tax Collector, EDC, Executive, Finance, Personnel, Assessing, Planning Zoning, Property Liability, community health, Patriotic Purposes, Debt, Interest, TAN, Revenues	Budget Committee	Town Hall
11/21/2011		Monday	<b>SCHOOL</b> Completed first draft of school budget packets distributed to School Board. The packet will include a one-page summary of budget categories.	SAU	
11/28/2011	5:30 p.m.	Monday	<b>SCHOOL</b> School Board meeting to review first draft of school budget.	School Board	MSS
11/30/2011	5:30 p.m.	Wednesday	<b>TOWN</b> Budget Committee - Town Budget Presentations- Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation	Budget Committee	Town Hall
12/2/2011		Friday	<b>SCHOOL</b> Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments.	SAU	
12/5/2011	5:30 p.m.	Monday	<b>SCHOOL</b> School Board meeting to review second draft of school budget	School Board	MSS
12/7/2011	5:30 p.m.	Wednesday	<b>TOWN</b> Budget Committee - Town Budget Presentations- Highways & Streets, Street Lighting, Transfer Station, Solid Waste, Sewer, Buildings & Grounds, Warrant Articles	Budget Committee	Town Hall

Date	Time	Day of Week	Schedule*	Responsible Party	Meeting Location
12/9/2011		Friday	<b>SCHOOL</b> Complete budget packet is distributed for school board meeting. The agenda will include an action item with a final recommended budget value	SAU	
12/12/2011	5:30 p.m.	Monday	<b>SCHOOL</b> School Board meeting to vote on final recommended budget value	School Board	MSS
12/14/2011	5:30 p.m.	Wednesday	<b>TOWN</b> Budget Committee finalizes Town Budget	Budget Committee	Town Hall
12/16/2011		Friday	<b>SCHOOL</b> Packet preparation if 12/19/2011 School Board meeting is needed	SAU	
12/19/2011	5:30 p.m.	Monday	<b>SCHOOL</b> School Board Meeting if needed	School Board	MSS
1/4/2012	5:30 p.m.	Wednesday	<b>SCHOOL</b> School Budget Presentation to Budget Committee	Budget Committee	Town Hall
1/11/2012	5:30 p.m.	Wednesday	<b>SCHOOL</b> School Budget Presentation to Budget Committee	Budget Committee	Town Hall
1/13/2012		Friday	First day to hold public hearing for bond issue over \$100,000	Select/School Board	
1/18/2012	5:30 p.m.	Wednesday	Hopkinton Village Precinct and Contoocook Village Precinct Presentation to Budget Committee and review of All Budgets and Q&A	Budget Committee	Town Hall
1/25/2012	5:30 p.m.	Wednesday	Budget Committee Deliberations	Budget Committee	Town Hall
2/7/2012		Tuesday	<b>TOWN</b> Last day for petitioned warrant article - Town		
2/8/2012		Wednesday	PUBLIC HEARING ON ALL BUDGETS	Budget Committee	High School
2/10/2012		Friday	Last day for petitioned warrant article - <b>School</b>		
2/10/2012	5:30 p.m.	Friday	Final Budget Committee Deliberations	Budget Committee	Town Hall
2/15/2012	5:30 p.m.	Wednesday	PUBLIC HEARING ON SCHOOL PETITION WARRANT ARTICLES IF NEEDED	Budget Committee	Town Hall
2/17/2012		Friday	Final Budget Committee Town Report items to Town for inclusion in annual report	Budget Committee	Town Hall
2/20/2012		Monday	Last day to post notice of bond hearing	Select/School Board	
2/20/2012		Monday	Last day to post notice of hearing for special revenue fund	Select/School Board	
2/22/2012		Wednesday	Last day for budget committee to deliver budget and warrant article recommendations to Select and School Boards for posting (20 days before meeting)	Budget Committee	
2/27/2012		Monday	Last day to post warrant and buget form for annual meeting	Select/School Board	
2/27/2012		Monday	Last day to hold public hearing for Special Revenue Fund	Select/School Board	
2/27/2012		Monday	Last day to hold public hearing for bond issue over \$100,000	Select/School Board	
3/13/2012	7am-7pm	Tuesday	Town/School Ballot Voting Day	Town Moderator	
3/14/2012		Wednesday	<b>SCHOOL</b> School District Newsletter emailed to community		
3/17/2012	9:00 a.m	Saturday	<b>SCHOOL</b> School District Meeting	School Board	High School
3/24/2012	9:00 a.m	Saturday	<b>TOWN</b> Town Meeting	Select Board	High School

\*Check related Web Site or public posting for School Board and Select Board Meeting Confirmations